

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB  
6760 E Irvington Place #2020  
Denver CO 80280-2020

SUBJECT: FY06 Air Force Reserve Line and Nonline Lieutenant Colonel; JAG/Chaplain Major  
Promotion Selection Boards – **UPDATED COPY**

The FY06 Air Force Reserve Line and Nonline Lieutenant Colonel; JAG/Chaplain Major  
Promotion Selection Boards are scheduled to convene 13 Jun 2005 at the Air Reserve Personnel Center.

A Chronological Listing of Milestones to help in preparation for the boards is at Atch 1, and a  
listing of the most senior and junior officers, IPZ, by DOR, who will meet the board is at Atch 2.

**Eligibility Criteria:**

Board Type	Date of Rank (DOR)	Board ID	
		Major	Lt Col
Mandatory Selected Reserve (SelRes) *	30 Sep 99 or earlier	V0406B	V0506A
Mandatory Other Than Selected Reserve (OTSR) **		W0406B	W0506A
Position Vacancy ***	30 Sep 01 or earlier	U0406B	U0506A

\*SelRes categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes for mandatory promotion consideration.

\*\*OTSR categories include eligible Reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

\*\*\*PRISM will identify potential eligibles by DOR only. MPFs and Program Managers must verify if officers are occupying a higher-grade position.

Reserve Active Status List (RASL): **all officers** must be on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date of the mandatory board. Any Guard or Reserve service performed, except on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

Officers who will be removed from the RASL (retirement, separation, etc.) **prior to 13 Sep 05 are ineligible** for promotion consideration.

PV: AFI 36-2504, *Officer Promotion, Continuation, and Selective Early Removal in the Reserve of the Air Force*, Chapter 2 provides information on vacancy determination and eligibility criteria in addition to the DOR mentioned earlier. Officers whose records are meeting a mandatory board are not eligible for PV consideration. Officers eligible for PV consideration **are no longer required** to be assigned to the Selected Reserve for one year prior to the board convening date. However, officers eligible for PV consideration must have been on the RASL or active duty list, or a combination of both, continuously for at least one year before the convening date.

MPFs can identify eligible officers using the “Submit Requests” menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM is updated daily. It is highly encouraged that the servicing Military Personnel Flights (MPFs) check PRISM at least

weekly, to ensure accountability of additions/deletions to the board file until the board convening date. Please produce rosters by both "Eligibles Serviced by Your MPF" and "Eligibles Whose Senior Rater You Service" reports in PRISM. We highly encourage all MPFs to develop a base level roster based on the date of rank cutoff for a particular board to verify all eligibles are shown on the PRISM listing. Any discrepancies between the listings can be verified by our Promotion Eligibility Section at DSN 926-6398.

**IMPORTANT NOTE:** The fact that an officer's name appears on the listing of PV eligibles does not mean he or she is eligible for PV promotion. Officers whom senior raters want considered must be nominated according to procedures described elsewhere in this letter. After the due date for PV nominations has passed (**29 Apr 05**), the PRISM listing will be edited to reflect only those officers for whom PV nominations have been received.

**Selective Continuation:** Current Air Force Reserve policy is to continue twice or more deferred captains and majors in the Selected Reserve for two years or until you reach 20 and 24 years, respectively, Total Federal Commissioned Service, whichever is sooner. Although we cannot make guarantees, all indications are continuation will be similarly offered on this board for Air Force Reserve officers. Commanders of officers who they deem not qualified for continuation should review the procedures in AFI 36-2504, Chapter 10.3.2.

**Officer Preselection Brief (OPB):** OPBs will be available for officers meeting the mandatory board on or about 21 Jan 05. HQ ARPC will inform MPFs by message and PRISM Today's News when OPBs are generated. Upon receipt and accountability, forward the OPBs to the eligible officers along with the instructions provided at Atch 3. Once generated, OPBs will only remain in your Report Queue for 14 calendar days. It is important to pull OPBs immediately upon receipt, if not pulled within 14 days, MPFs will have to individually request OPBs.

Officers currently assigned to non-participating Reserve sections will receive an OPB from HQ ARPC via mail to their home address.

Senior raters wishing to nominate USAFR officers for PV consideration should notify the officer of the intent and inform the officer to obtain an OPB from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board.

**Developmental Education (DE):** DE above the appropriate level for the officer's grade is masked from promotion boards. For example, promotion to major anything above Basic DE (BDE, previously SOS) is masked; for promotion to lieutenant colonel DE above Intermediate DE (IDE) is masked.

**Letters to the Board:** Eligible officers may correspond by letter to the board calling attention to any matter of record concerning themselves that they believe important to their consideration. Letters must be submitted in good faith and contain accurate information to the best of the officer's knowledge and must be signed by the officer and include social security number. After the boards adjourn, copies of the letters will be retained in the Master Personnel File and will be available for historical, legal and appeal purposes only. If a stamped, self-addressed envelope is provided, the original letter will be returned. In accordance with AFI 36-2504, paragraph 4.7.2, the board will not consider letters received after 0800 on **13 June 2005**. Attachment 4 provides additional information. Letters will be addressed as follows:

Board President, FY06 Air Force Reserve Line and Nonline Lieutenant Colonel;  
JAG/Chaplain Major Promotion Selection Boards  
HQ ARPC/DPBA  
6760 E. Irvington Place #2010

**Definition of Senior Rater:** The senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

**Promotion Recommendation Forms (PRFs):** Senior raters will use the AF Form 709, PRF, for making promotion recommendations for line and nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the senior raters MPF on or about 21 Jan 05. All officers competing for lieutenant colonel must have PRFs. The senior rater of record on the PRF accounting date (14 Jan 05) will write the PRF and mark a recommendation. For officers who become promotion eligible in a particular competitive category on or after the PRF accounting date (14 Jan 05), the senior rater of record at the time eligibility is established will write the PRF.

Senior raters will use the PRF to nominate officers in the Air Force Reserve for PV promotion to all grades.

**Instructions for completing PRFs:** Please provide a copy of Attachment 5 to senior raters providing instructions on completing the PRF. Forward completed mandatory board PRFs to HQ ARPC/DPBR-2, 6760 E Irvington Pl #2030, Denver CO 80280-2030 no later than **16 May 05**.

In accordance with AFI 36-2406, para 8.2.1.2, completed PRFs for PV consideration must arrive at HQ ARPC no later than **29 Apr 05** (45 days prior to board convening date). For PV eligible candidates, ensure the U0406B/U0506A Master Eligibility Listings (MEL) are signed by the senior rater, line through those not nominated, attach PV PRFs and mail package to HQ ARPC/DPBA, 6760 E Irvington Pl #2010, Denver CO 80280-2010.

Forward your PRFs to the appropriate office within HQ ARPC using an AF Form 330 or transmittal memo listing all PRFs by name and SSN. Please suspense it for a come-back copy signed by an ARPC staff member in order to track receipt of PRFs. If you do not receive the signed come-back copy, contact ARPC Promotion Board Secretariat (HQ ARPC/DPBR2), [arpc.dpbr2dl@arpc.denver.af.mil](mailto:arpc.dpbr2dl@arpc.denver.af.mil), or our Promotions directorate staff at [arpc.dpbprdl@arpc.denver.af.mil](mailto:arpc.dpbprdl@arpc.denver.af.mil).

NOTE: For **IMAs** in the health professions, coordinate with the Directorate of Health Services Individual Reserve Programs, Medical IMA Division, (HQ ARPC/SGP), before preparing a nomination. That office can confirm the officer meets all eligibility factors for PV nomination. The telephone number is DSN 926-7158, toll free 1-800-525-0102 (ARPC Call Center), E-mail: [arpc.sgp@arpc.denver.af.mil](mailto:arpc.sgp@arpc.denver.af.mil).

**Not Qualified for Promotion:** MPFs should immediately notify their MAJCOMS and this headquarters (via message) of any commander initiating Not Qualified for Promotion action. Promotion propriety actions are processed according to AFI 36-2504, Chapter 7.

**Records of Performance (ROPs) and Duty Qualification History Brief (DQHB):** AFI 36-2406, Attachment 1 describes the contents of the ROP. The DQHB is the only system approved inquiry (available in PRISM). The DQHB will be available to MPFs in the PRISM Report Queue on or about 21 Jan 05. Once generated, the DQHB will only remain in the Report Queue for 14 calendar days. MPFs will have to individually request DQHBs if they fail to pull them within the 14 day timeframe.

a. **USAFR unit assigned and AGR officers:** The MPF serving the senior rater will provide ROPs and DQHBs to the senior rater.

b. **IMAs, other individual Reservists (e.g., Cat E), and PV eligibles:** HQ ARPC/DPBR-2 (DSN 926-7475) will provide ROPs electronically on IMAs and other individual Reservists on or about

**15 Feb 05.** In addition, DPBR-2 will provide ROPs on PV nominees if requested (see “ROP Request” at [http://arpc.afrc.af.mil/promo/rop\\_request.htm](http://arpc.afrc.af.mil/promo/rop_request.htm)). The MPF serving the senior rater of the IMA will provide DQHBs to the senior rater except for the specific IMA categories of Civil Air Patrol (CAP) and Academy Liaison Officer (ALO). CAP and ALO DQHBs will be provided by HQ ARPC/DPBR-2.

**Officer Performance Reports (OPRs) for all ranks/all boards:** Annual and Change of Reporting Official OPRs closing 14 Mar 05 and earlier must be in file before the board convenes. For officers to receive fair and full consideration, it is imperative that OPRs due before the board convenes be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Please ensure submission of outstanding OPRs prior to the board convening date.

**OPRs for the Major Mandatory Promotion Board:** HQ USAF/RE has established **15 Mar 05** as the closeout for Directed by Headquarters Air Force (DBH) OPRs for officers without current performance documentation. All officers whose record meets the following criteria will require a DBH report: 1) most current report is projected to close out between **16 Mar and 13 Jun 05**; 2) most current report on file is an AF Form 77 documenting a gap in the record of performance; or 3) most current report on file is an AF Form 475 documenting training of less than 20 weeks duration. All requirements for points and period of supervision are waived (AFI 36-2406, Table 3.4, Rule 12). The close out date for DBH OPRs will be 15 Mar 05. **DBH reports must reach this headquarters no later than 29 Apr 05.**

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE EXT. (ARPC Call Center)
Eligibility / PV PRFs	HQ ARPC/DPBA	926-6398	1-800-525-0102
Officer Selection Records	HQ ARPC/DPBR-1	926-6340	1-800-525-0102
OPRs / ROPs / Mandatory PRFs	HQ ARPC/DPBR-2	926-7475	1-800-525-0102
All other matters	HQ ARPC/DPBB	926-6351	1-800-525-0102

//SIGNED//

J. FRED BROUSSARD III, 1Lt, USAF  
Chief, Board Secretariat Division

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instruction Sheet for Review of Preselection Brief
4. Guidelines for Personal Letters to the Promotion Board
5. Instructions for Completing PRFs

### **Milestones**

27 Dec 04	Approximate date mandatory board data created in PRISM (board build)
21 Jan 05	Officer Preselection Briefs arrive at MPFs via MILMOD PRISM in “Report Queue”
21 Jan 05	PRF notices for the lieutenant colonel mandatory promotion board arrive at MPFs via MILMOD PRISM in “Report Queue”
15 Feb 05	Electronic ROPs on IMAs and other individual Reservists available on secure server
29 Apr 05	PRFs nominating officers for position vacancy promotion due to HQ ARPC/DPBA
16 May 05	PRFs required for lieutenant colonel mandatory board due to HQ ARPC/DPBR-2
06 Jun 05	Earliest date messages will be accepted to update OSBs for officers meeting the board
10 Jun 05	Officer Selection Briefs (OSBs) extracted for the board
13 Jun 05	Board convenes at HQ ARPC
Release	Approximately 75 to 90 days after board adjourns

## JUNIOR AND SENIOR OFFICERS IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air Force Selected Reserve (SelRes), and Other than Selected Reserve (OTSR) in the promotion zone as of the date of this letter.

<b>LIEUTENANT COLONEL</b>			
		<b>Junior Officer Name / DOR</b>	<b>Senior Officer Name / DOR</b>
Line	USAFR SelRes	Plise, Norman E. / 990930	Page, Paul G. / 920401
	USAFR OTSR	Thomas, Scott A. / 990907	McNary, Douglas B. / 960522
Chaplain	USAFR SelRes	Breckenridge, Robert K. / 990825	Armstrong, Phillip M. / 981001
	USAFR OTSR	Nolan, John H. Jr. / 980401	Nolan, John H. Jr. / 980401
Dental Corps	USAFR SelRes	Baysa, Robert A. / 990930	Burge, Allena H. E. / 950605
	USAFR OTSR	Bisquerra, Jose M. / 990913	Scearce, Cheryl A. / 981001
JAG	USAFR SelRes	Levi, Frank R. / 990801	Argiriou, Steven L. / 981001
	USAFR OTSR	McCarthy, John F. / 990301	Poynter, Scott E. / 981001
Medical Corps	USAFR SelRes	Dribben, William H. / 990825	Oliver, Meredith G. / 970701
	USAFR OTSR	Rodriguez, Rita R. / 990819	Mahajan, Lori A. / 980320
Nurse Corps	USAFR SelRes	Stasurak, Adriane C. / 990926	Clark, Dorothy G. / 930606
	USAFR OTSR	Sterling, Amy S. / 981001	Crissinger, Julia E. / 980501
MSC	USAFR SelRes	Micke, Jonathan D. / 990806	Belmore, Constance S. / 981001
	USAFR OTSR	Wilken, Andres G. / 990714	Wilken, Andres G. / 990714
BSC	USAFR SelRes	Apodaca, Donald B. / 990726	Edewaard, Thomas C. / 940918
	USAFR OTSR	Tomonaga, Greg T. / 990714	Yamaguchi, Karen C. / 981101
<b>MAJOR</b>			
Chaplain	USAFR SelRes	Brown, Kenneth D. / 990714	Algernon, Marcel G. / 961102
	USAFR OTSR	Steele, Dale K. / 981206	Steele, Dale K. / 981206
JAG	USAFR SelRes	Jaffe, David M. / 990823	Walker, Charles M. / 980619
	USAFR OTSR	Raymond, Clara L. / 990930	Garner, Leonard H. Jr. / 970511

## INSTRUCTIONS FOR CORRECTION OF OFFICER PRESELECTION BRIEF (OPB)

It is your responsibility to ensure the accuracy of your record (specifically, the portion that will be reviewed by the promotion board) prior to the board convening. You may visit our website at [http://arpc.afrc.af.mil/promo/off\\_main.htm](http://arpc.afrc.af.mil/promo/off_main.htm) to review information pertinent to your promotion process. As a minimum, you should review your pre-selection brief following the instructions listed below. Errors left uncorrected could have a negative impact on your promotion opportunity and must be addressed in a timely manner. You will be ineligible for special selection board consideration if, in exercising reasonable diligence, you should have discovered an error or omission in your record and could have taken timely corrective action.

If you require no changes, no action is necessary. Review each data item to ensure it's accurate and complete. Print any correction(s) legibly next to the incorrect data. Return the brief (along with documentation to support the change) to your servicing MPF. **For personnel assigned to ORS, NNRPS, and NARS Reserve Sections:** Call 1-800-525-0102 and request the Office of Primary Responsibility as indicated in the OPR/POC column to address problems with your OPB.

Section	Description	OPR / POC:
<b>PERSONAL DATA</b>		
<b>NAME; SSN; SEX; RACE; ETHNIC</b>	Self Explanatory	HQ ARPC/DPSP Personnel Data Update Branch
<b>HAF</b>	Identifies HQ USAF computer file where your record resides	N/A
<b>ARF-ID</b>	Air Reserve Forces Identifier. Further delineates your reserve assignment	N/A
<b>RES SECTION</b>	The section you are assigned to, i.e., Nonaffiliated Reserve Section; Obligated Reserve Section; Non-obligated, Nonparticipating Ready Personnel Section	HQ ARPC/DPSSU Service Updates Branch
<b>SOURCE OF COMMISSION</b>	Reflects how you received your commission, e.g., "DP-Civ" is a direct commission from civilian status, "DP-Mil" is a direct commission from military status, "AF-Acad" is the Air Force Academy, etc.	HQ ARPC/DPRAA Accessions Branch
<b>AERONAUTICAL / FLYING DATA</b>		
	If you are not a rated officer, this will read "non-applicable." The aeronautical rating and aviation service code should appear for all rated officers. Rated officers who have not performed rated duties within the last 5 years are disqualified from aviation service when they reach the five-year point	HQ ARPC/DPRAC Flight Management

<b>DEVELOPMENTAL EDUCATION</b>		
	Reflects last four Developmental Education (DE) courses completed, the method of completion (residence/correspondence), and year of completion. DE courses include Squadron Officers School, Air Command and Staff College, Armed Forces Staff College, Air War College, Industrial College of the Armed Forces, and National War College. Comparable courses offered by other services or foreign governments are acceptable only if completed in-residence. Prior service members can get DE credit if they attend an equivalent DE course. Technical or specialty courses and short courses are not DE. DE above the appropriate level for the officer's grade is masked from promotion boards. For promotion to captain, ALL DE is masked; to major, DE above Basic DE is masked, and to Lt Col, DE above Intermediate DE is masked. If verification cannot be made through the ECI computer system, or you have completed DE from another service, you are required to submit a copy of the course completion certificate/diploma directly to HQ AU/CFRO; Officer DE Branch; 60 Schumacher Ave; MAFB, AL 36112 -- AF Forms 475, Diplomas and DD Forms 214 are accepted as verification of DE completion -- Ensure your SSN is reflected on any source document provided. DSN 493-4814/4776 FAX 493-8127	HQ AU/CFRO DSN 493-4776 or Comm: (334) 953-4776.
<b>AFSC DATA</b>		
	Reflects primary, secondary, and tertiary AFSCs.	HQ ARPC/DPRPT Military Training Division
<b>ACADEMIC EDUCATION</b>		
	Reflects your two most recent levels of education, to include your academic specialty. The Air Force Institute of Technology (AFIT) is the single input source for updating academic education. All correspondence to AFIT should include a statement indicating the name and date of board you are meeting. An Official Transcript is required for changes/updates. AFIT/SCIB, 2950 Hobson Way, Wright-Patterson AFB OH 45433.	AFIT/SCIB DSN 785-6565 ext. 4450 or Comm: (937) 255-6565 ext. 4450
<b>DECORATIONS</b>		
	Reflects the decorations you have been awarded, the year of the most recent award, and the number of times you have been awarded the decoration. Decorations include the Air Force Achievement Medal and all those higher in precedence; i.e., Commendation Medals, Meritorious Service Medals, Bronze Star, Silver Star. Only decorations are listed; awards are not listed.	HQ ARPC/DPRFQ Quality Force Management Branch
<b>ASSIGNMENT HISTORY</b>		
	Reflects your duty assignments, including duty AFSC. There is a maximum of 10 entries.	HQ ARPC/DPRAB Assignments Branch (S7 contact ARPC/DPBR-1)
<b>PARTICIPATION SUMMARY / HISTORY</b>		
	If you were participating in a Reserve of the Air Force assignment, even if you are currently in a nonparticipating assignment, a point history should be printed on your brief. Data shown includes: <ul style="list-style-type: none"> <li>a. The last 8 years of service</li> <li>b. Total points accrued through the closeout of the last Retention/Retirement (R/R) year</li> <li>c. Points accrued since closeout of the last R/R year</li> <li>d. Points since prior service, if any, in the current R/R year.</li> </ul> If you entered the Reserves from EAD and have not participated in a point earning assignment since your release from extended active duty, a point history will not be shown.	HQ ARPC/DPPKA Initial Audit Branch



## GUIDELINES FOR YOUR PERSONAL LETTER TO THE PROMOTION SELECTION BOARD

There is no textbook method for writing a letter to the Promotion Selection Board. You may want to refer to AFH 37-137, *Tongue and Quill*, for letter formats and Air Force writing tips. Below are some requirements for such letters and some hints from previous board members.

1. You may send written communication to the board calling attention to any matter that you consider important to your promotion. Send your letter to the address in paragraph 2, to arrive at least 30 days before the date the board convenes (allow 10 days for mailing). In accordance with AFI 36-2504, paragraph 4.7.2, letters must be received not later than 0800 the date on which the board convenes (13 Jun 05).

2. Address your letter to: Board President, FY06 Air Force Reserve Line and Nonline Lieutenant Colonel; JAG/Chaplain Major Promotion Selection Boards  
HQ ARPC/DPBA  
6760 E. Irvington Place #2010  
Denver CO 80280-2010

a. Make your letter brief with clear, concise, and factual statements. A single page, typed in bullet format, is recommended. The boards will not consider letters written by others on behalf of any officer.

b. While attachments to your letter are not prohibited, do not attach anything that may become or is already a part of your record such as PRF, OPR, or decoration narratives. **Attachments are not encouraged unless they provide significant, new information that cannot be included in the basic letter.**

c. Explain, rebut, refute, or mitigate matters that you feel are prevelant to your consideration. Note: There are administrative methods to have OERs/OPRs removed from your record (AFI 36-2401). Use these methods, if appropriate, rather than a letter to the board.

d. A letter is helpful if any information is missing from your record or if there are gaps in your record. Some examples include: 1) You are currently or were recently in a nonparticipating status (why, and are you seeking a participating assignment); 2) You have insufficient active or inactive duty tour points or points for retirement, especially in recent years (what happened?); 3) You lack the appropriate level of PME (are you working on it?). You may also wish to mention specific achievements not mentioned in OPRs or in the selection record. Keep in mind that your selection record already contains documents reflecting points earned, effectiveness/performance and training reports, approved citations for decorations, and a selection brief.

3. The staff of the Selection Board Secretariat (HQ ARPC/DPB) will return letters received after 0800 on 13 Jun 05. They will not return letters reviewed by the board unless you request it and provide a stamped, self-addressed envelope. Copies of letters will be filed in the Master Personnel File after the board adjourns.

4. **Please make sure you sign and include your Social Security Number on your letter to ensure that it will be properly filed in your selection record.**

# **INSTRUCTIONS FOR COMPLETING PROMOTION RECOMMENDATION FORMS**

## **(PRFs)**

Senior raters will use the AF Form 709, PRF, for making promotion recommendations for line and nonline officers competing for promotion to lieutenant colonel. PRF shells will be generated to facilitate preparing PRFs and will flow to the senior raters servicing MPF on or about 21 Jan 05. All officers competing for lieutenant colonel must have PRFs. The senior rater of record on the PRF accounting date (14 Jan 05) is required to write the PRF and mark a promotion recommendation. For officers who become promotion eligible in a particular competitive category on or after the PRF accounting date (14 Jan 05), the senior rater of record at the time eligibility is established will write the PRF.

If you choose to nominate an officer for position vacancy consideration, inform the officer and instruct them to obtain an Officer Preselection Brief (OPB) from their servicing MPF. The nominee must review the OPB to ensure his or her record is accurate before it meets the board. Use the PRF to nominate officers for PV promotion to all grades.

**IMPORTANT NOTE:** Recent change eliminated the OES policy prohibiting DE and Advanced Academic Degree (AAD) "completion of/enrollment in" comments on field grade PRFs. Senior raters now have the flexibility to document all DE and AAD on PRFs for mandatory promotion boards considering officers for promotion to lieutenant colonel and colonel, and for PV boards considering officers for major and lieutenant colonel.

Complete the AF Form 709 as described in AFI 36-2406 para 8.2. The sample PRF at Atch 1 is for PRFs on officers being considered for promotion to lieutenant colonel by the mandatory board. The sample at Atch 2 is for PRFs nominating officers for position vacancy promotion.

Ensure a copy of the PRF is provided to the ratee, or nominee, approximately 30 days prior to the board convening.

For officers to receive fair and full consideration, it is imperative that Officer Performance Reports (OPRs) due before the board convenes be completed and submitted on time. It is very difficult for promotion board members to evaluate selection records that do not contain current performance documentation. Please confirm the completion of outstanding OPRs before the PRF is submitted.

## **PLEASE ENSURE THE FOLLOWING ACTIONS HAVE BEEN ACCOMPLISHED PRIOR TO SUBMITTING PV NOMINATION REQUEST TO HQ ARPC/DPBA:**

1. MilPDS reflects correct SRID
2. MilPDS reflects correct position number
3. Reserve Management Vacancy System (RMVS) reflects funding for full year
4. RMVS reflects that member occupies higher position
5. No overage code is updated in MilPDS
6. AF Form 709 is endorsed by senior rater
7. Must be on the RASL, ADL or combination of both for 1 year prior to the board
8. Previous R/R must have at least 50 points
9. PAFSC and DAFSC should match in RMVS and PRF

Attachments:

1. Sample PRF, mandatory board

## 2. Sample PRF, position vacancy board

### Attachment 1, Sample PRF, Mandatory Board

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> (Read AFI 36-2406 carefully before filling in any item)			
1. NAME (Last, First, Middle Initial) Smith, John P.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 36P3
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b>			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b>			
Use concise "bullet" format			
See notes before completing sections IV, V, VI, VII, and IX			
<b>V. PROMOTION ZONE</b>		<b>VI. GROUP SIZE</b>	<b>VII. BOARD</b>
BPZ <input type="text"/> IAPZ <input type="text"/>		See notes	See notes
		Enter 5 character SRID	
<b>IX. OVERALL RECOMMENDATION</b>		<b>X. SENIOR RATER</b>	
DEFINITELY PROMOTE <input type="checkbox"/>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
PROMOTE <input type="checkbox"/>		Self explanatory	
DO NOT PROMOTE THIS BOARD <input type="checkbox"/>		DUTY TITLE	
		Self explanatory	
		SSN	SIGNATURE
<b>Instructions</b>			
Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.			
Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.			
Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF FORM 709, 20000601 (EF-V4)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

### NOTES:

**Section I, item 3, GRADE:** Include (NON EAD) for Reserve officers except: Active Guard Reserve officers include (AGR), for Limited Extended Active Duty officers, include (LEAD).

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS code as of the PRF accounting date (14 Jan 05)

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory.

**Section V, PROMOTION ZONE:** Leave blank

**Section VI, GROUP SIZE:** Hand write the rank order for all officers awarded a "Definitely Promote (DP)" recommendation within each competitive category (e.g. line, judge advocate, nurse, etc). For example: 2/5/10; the officer is ranked number 2 of 5 officers awarded a DP. The senior rater has 10 officers in that competitive category meeting the Promotion Selection Board. For officers awarded other than a DP, leave GROUP SIZE blank.

**Section VII, BOARD:** USAFR Selected Reserve, enter V0506A; USAFR OTSR, enter W0506A

***Section IX, OVERALL RECOMMENDATION:*** Hand write an "X" in the appropriate block. ***There is no quota on the number of eligible officers who may be awarded a DP recommendation.***

## Attachment 2, Sample PRF, Position Vacancy Nomination

PROMOTION RECOMMENDATION			
<b>I. RATEE IDENTIFICATION DATA</b> <small>(Read AFI 36-2406 carefully before filling in any item)</small>			
1. NAME <small>(Last, First, Middle Initial)</small> JONES, DAVID W.	2. SSN 123-45-6789	3. GRADE See notes	4. DAFSC 11S4
5. ORGANIZATION, COMMAND, LOCATION Self explanatory			6. PAS CODE See notes
<b>II. UNIT MISSION DESCRIPTION</b>			
Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>III. JOB DESCRIPTION</b>			
1. DUTY TITLE: Complete IAW AFI 36-2406. Do not use "Same as last OPR" <b>Position Vacancy #: 12345673I</b>			
2. KEY DUTIES, TASKS, RESPONSIBILITIES: Complete IAW AFI 36-2406. Do not use "Same as last OPR"			
<b>IV. PROMOTION RECOMMENDATION</b>			
Use concise "bullet" format			
See notes before completing sections IV, V, VII, IX			
<b>V. PROMOTION ZONE</b>	<b>VI. GROUP SIZE</b>	<b>VII. BOARD</b>	<b>VIII. SENIOR RATER ID</b>
BPZ <div>LEAVE BLANK</div>	Leave Blank	See notes	Enter 5 character SRID
<b>IX. OVERALL RECOMMENDATION</b>		<b>X. SENIOR RATER</b>	
<div>LEAVE BLANK</div> <div>DEFINITELY PROMOTE <input type="checkbox"/></div> <div>PROMOTE <input type="checkbox"/></div> <div>DO NOT PROMOTE THIS BOARD <input type="checkbox"/></div>		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION  Self explanatory DUTY TITLE Self explanatory SSN SIGNATURE	
<b>Instructions</b> Review previous OERs, OPRs, Education/Training Reports, and Supplemental Evaluation Sheets. Evaluate the officer's performance and assess his or her potential. Write Promotion Recommendation (Section IV) in concise "bullet" format. Enter only the last four numbers of senior rater's SSN.  Provide an accurate, unbiased assessment free from consideration of race, sex, ethnic origin, age, religion, or marital status.  Provide the officer a copy of this report approximately 30 days prior to the board for which this report is prepared.			

AF FORM 709, 20000601 (EF-V4)

PREVIOUS EDITION IS OBSOLETE.

FOR OFFICIAL USE ONLY (When filled in)

### NOTES:

**Section I, item 3, GRADE:** Include (NON EAD) for Reserve officers, for Active Guard Reserve officers include (AGR).

**Section I, item 6, PAS CODE:** Enter the Unit of Assignment PAS.

**Section III, item 1, Duty Title:** Include the position number the nominee is nominated for.

**Section IV, PROMOTION RECOMMENDATION:** Comments are mandatory

**Section V, PROMOTION ZONE:** Leave blank.

**Section VII, BOARD:** U0406B – Major; U0506A – Lt Col.

**Section IX, PROMOTION RECOMMENDATION:** Leave blank.